

RECORDS DISPOSITION



**MANAGEMENT STAFF
RECORDS MANAGEMENT DIVISION**

MAY 1955

THE DISPOSITION OF GOVERNMENT PAPERS IS
THE GREATEST MASS PAPER JOB IN HISTORY

OUR PROBLEM....RECORDS....RECORDS....RECORDS

The effective disposition of records in the Agency is extremely important because:

-----they are very large in volume.

-----they accumulate rapidly.



THE SOLUTION: A RECORDS DISPOSITION PROGRAM

WHAT IS RECORDS DISPOSITION?

It is an approved systematic plan to establish effective control over the disposition of official records.

The primary objectives of the program are:

-----to assure the preservation of important policies and decisions

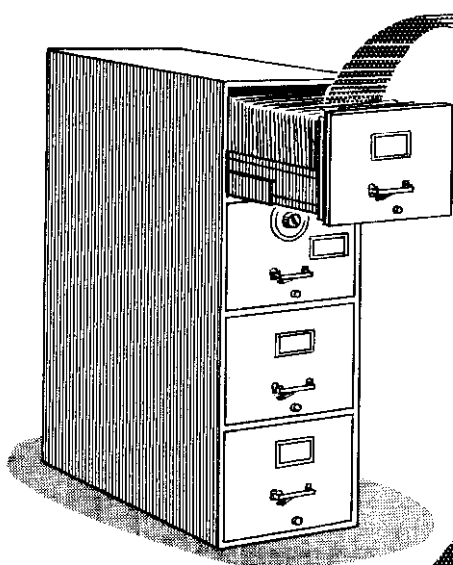
-----to develop uniform schedules for the orderly retirement or disposal of noncurrent and valueless records.

WHAT BENEFITS DOES A RECORDS DISPOSITION PROGRAM OFFER IN THIS AGENCY?

Recent experience in a records disposition survey conducted by the Records Management Staff in one of the major offices of this Agency show, as illustrated, that an office without a records disposition program can expect big initial savings by beginning a comprehensive disposition program-

Total Records Holdings
were 20,174 linear feet

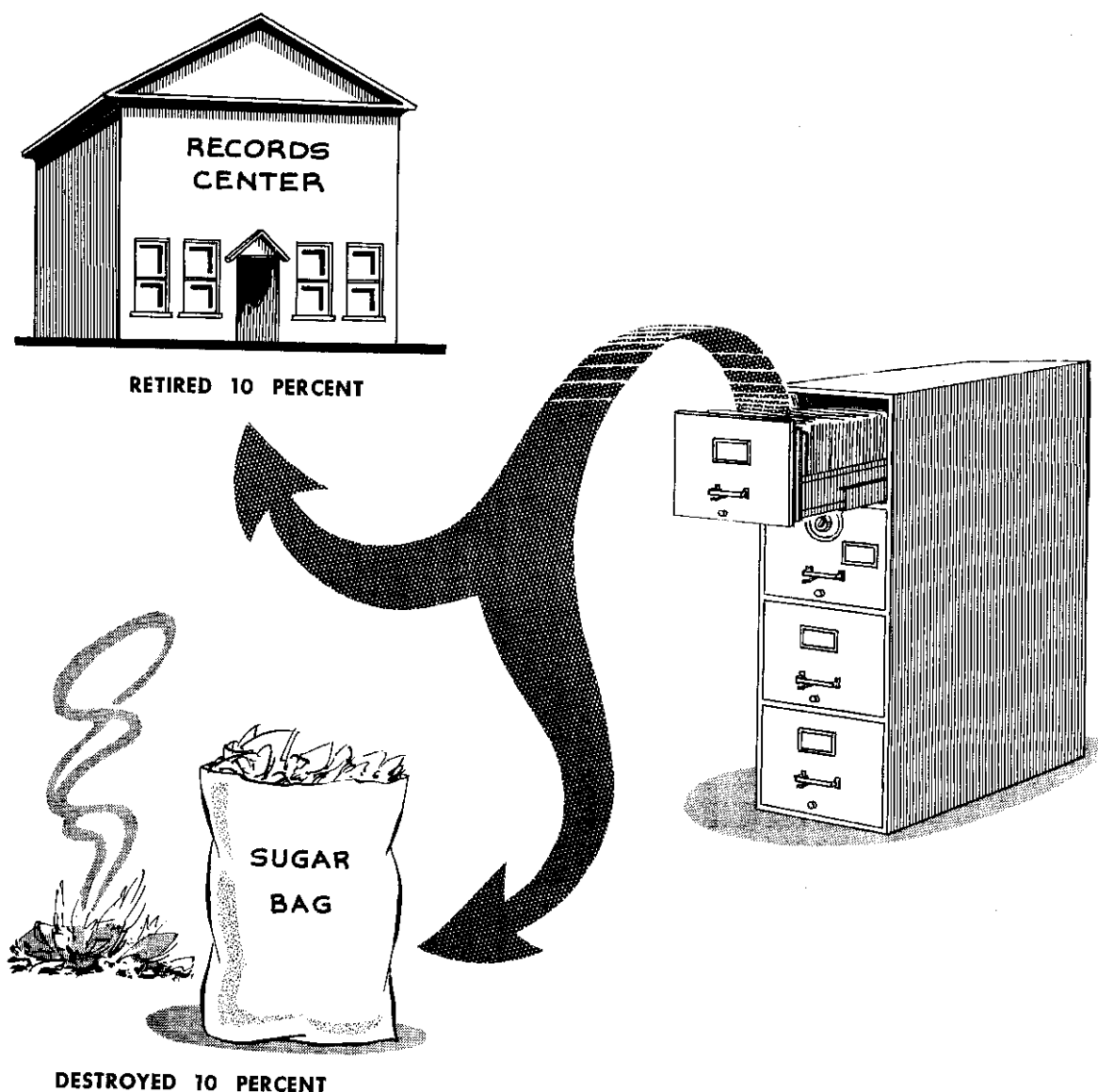
Filing Equipment valued
at \$347,828.00



84% or 16,946 linear
feet were evaluated as
temporary and sched-
uled for destruction

11% or 2,219 linear
feet of library mate-
rial was identified
and scheduled for
eventual return to the
library

5% or 1,009 linear feet of
records were evaluated as
permanent and scheduled for
eventual transfer to perma-
nent storage



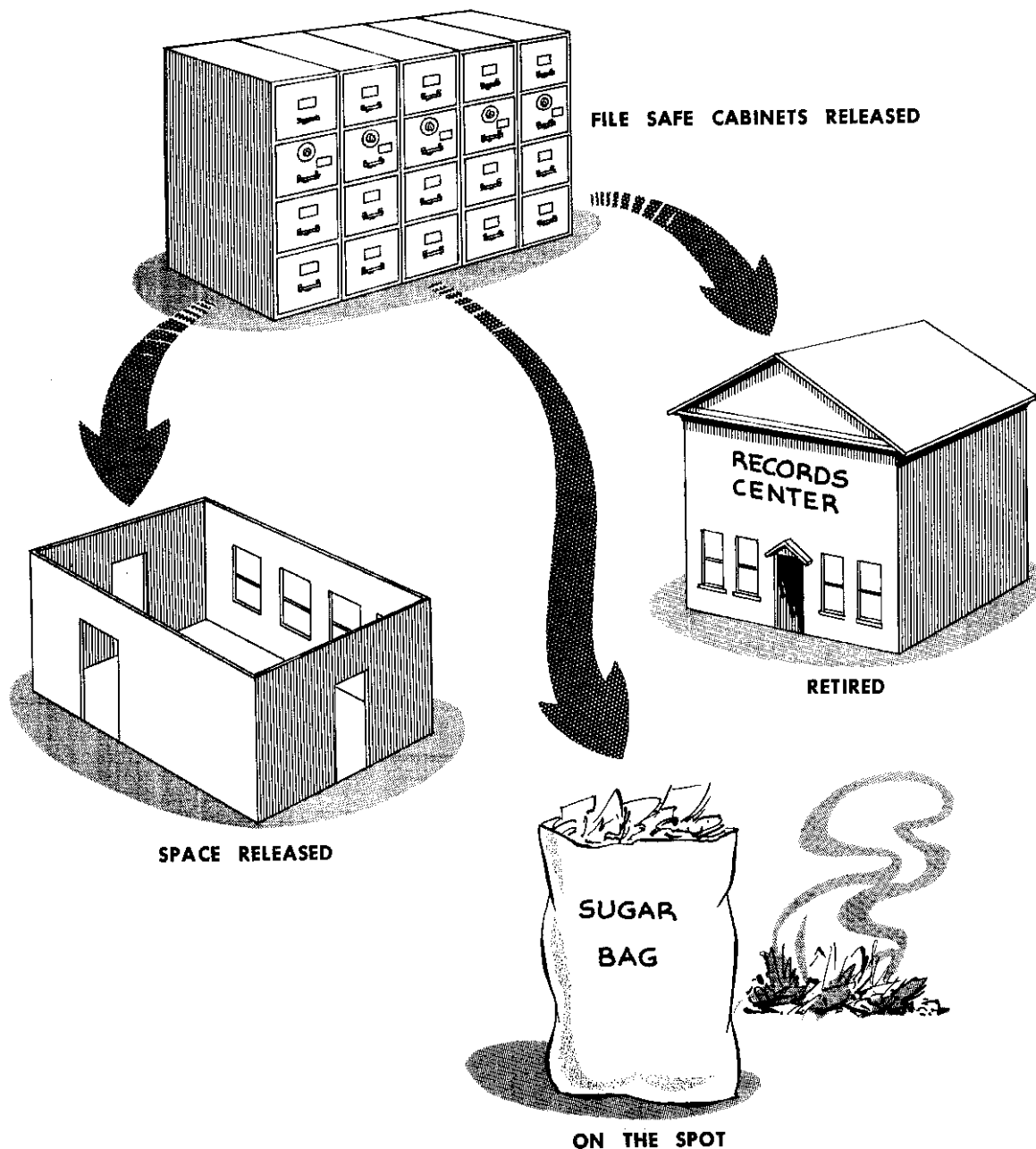
WHAT ARE THE CONTINUING BENEFITS OF A RECORDS DISPOSITION PROGRAM?

If an office continues to maintain an effective records disposition program, it will obtain large savings by:

- destruction of a minimum of 10% of their records annually.
- retirement of a minimum of 10% of their records annually to the Records Center.

THESE BENEFITS CAN BE CONVERTED INTO MONEY SAVINGS

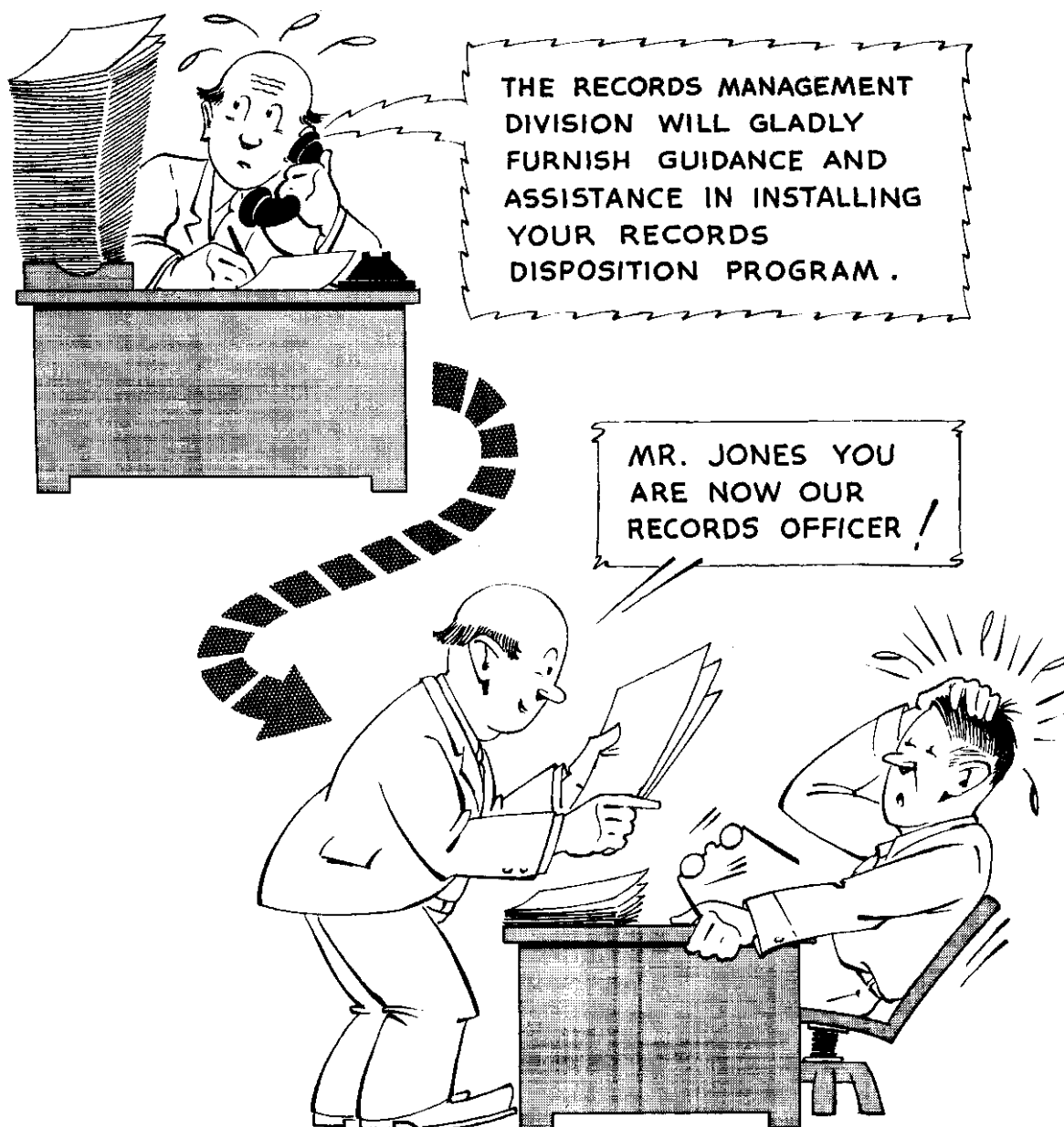
For every cubic foot of records that this Agency can dispose of, on the spot, space and equipment with an estimated replacement value of \$32.10 can be released. For every cubic foot of records that this Agency can transfer to cheap storage, such as the Agency Records Center, there is a net savings of \$30.80 in space and equipment released.



HOW TO INITIATE A RECORDS PROGRAM IN YOUR OFFICE

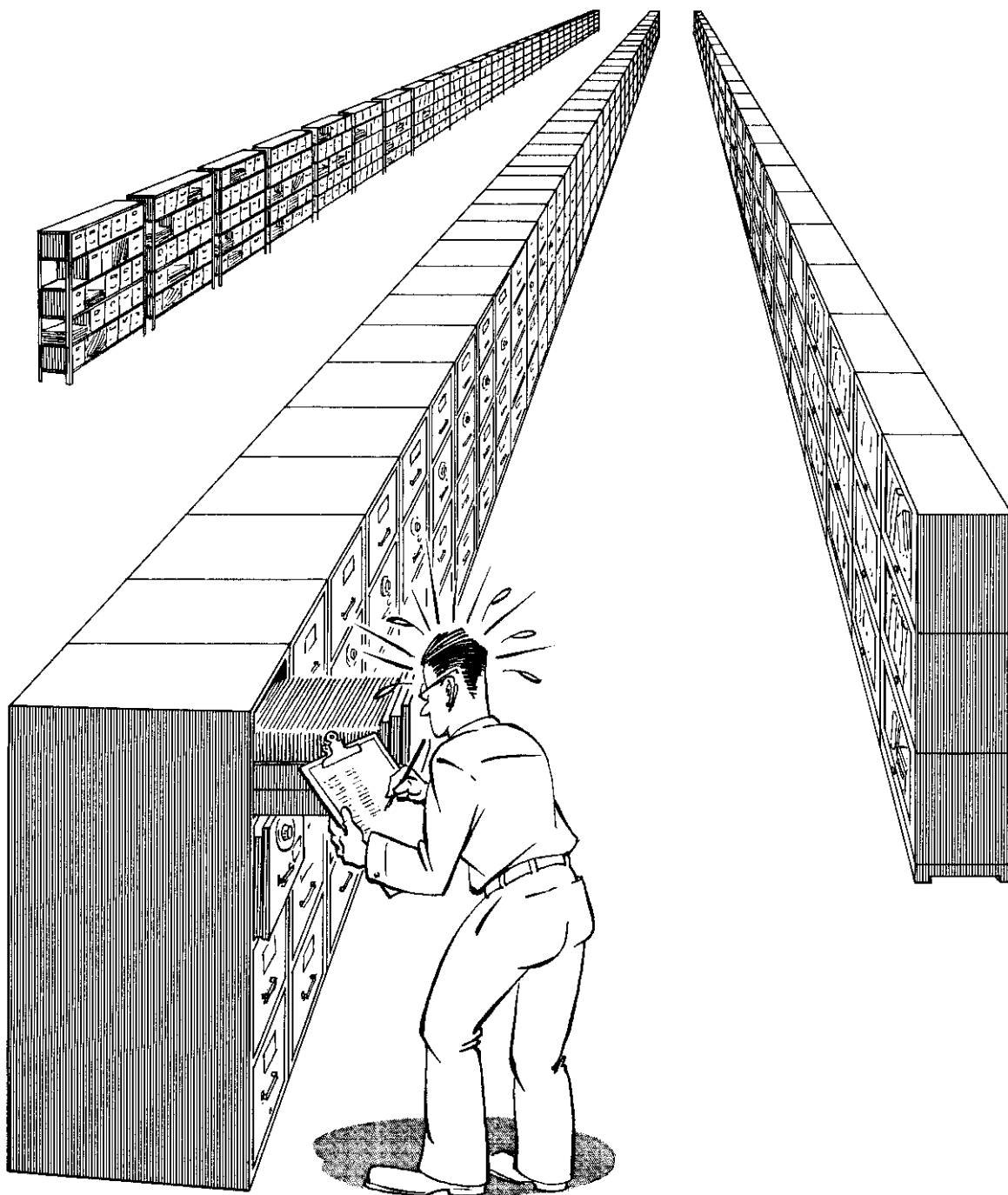
The following illustrations show the major steps to be taken in order to initiate and carry out an effective records disposition program:

I. REQUEST PROGRAM GUIDANCE AND ASSIGN RESPONSIBILITIES



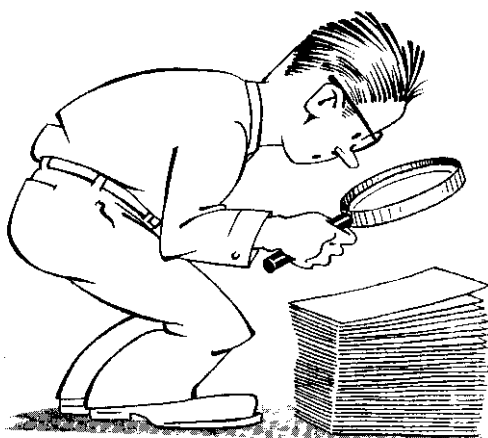
II. INVENTORY ALL RECORDS AND FILES

All material maintained in filing equipment, bookcases and shelvings should be included in the inventory.



III. ANALYZE AND EVALUATE THE INVENTORY

Specific factors are to be considered in evaluating and appraising records for disposition-

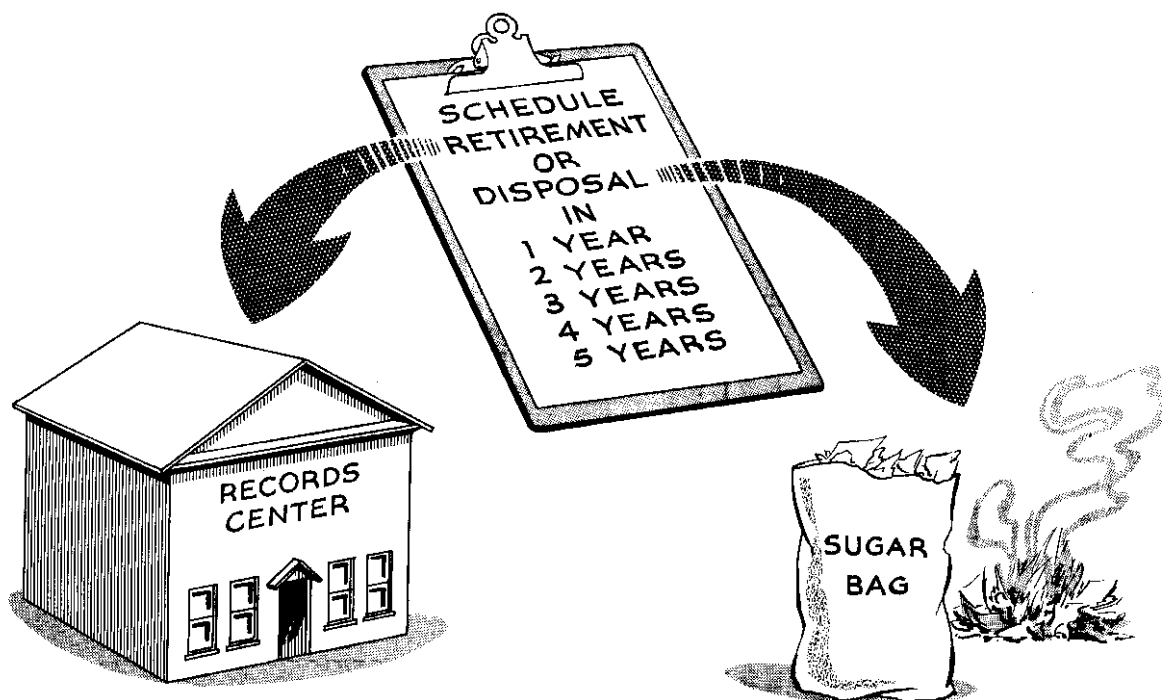


--RECORDS---include documentary materials appropriate for preservation for their evidential or informational value. They reflect the organization, functions, policies, decisions, procedures, operations or other activities of the Agency.

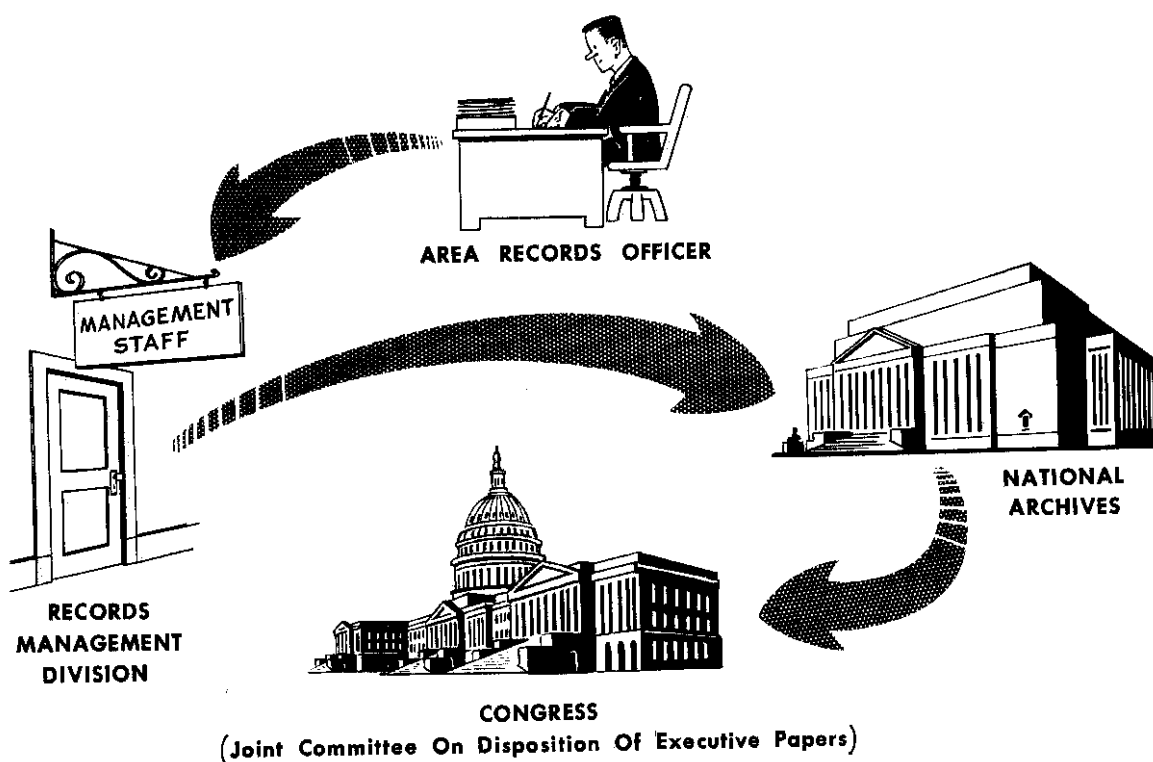
--NONRECORD---materials maintained solely for purposes of reference.

IV. PREPARE RECORD CONTROL SCHEDULES

The schedules are prepared from the survey work sheets after careful analysis of each record series inventoried.



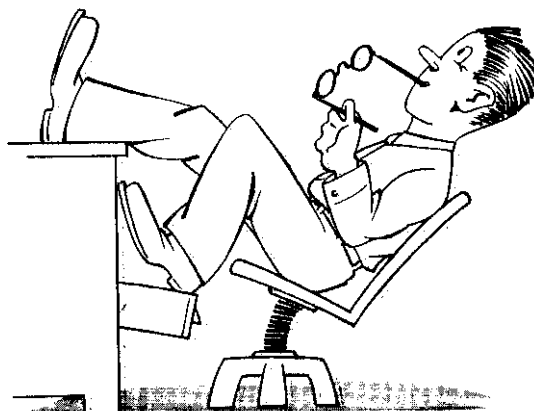
V. SECURE AUTHORITY FOR SCHEDULES



VI. REVIEW RECORD CONTROL SCHEDULES ANNUALLY

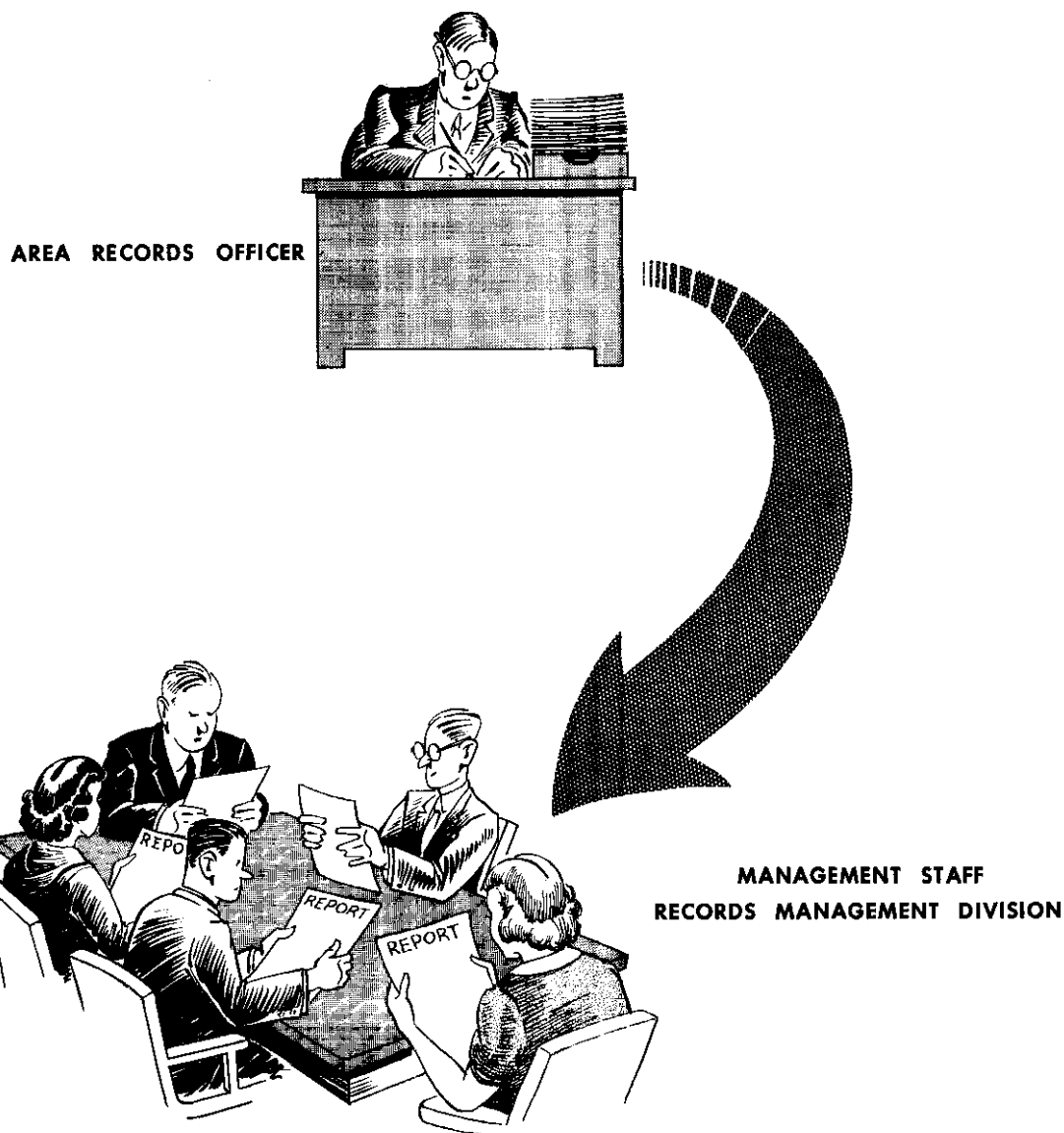
Review the inventory sheets annually to assure that-

- all files have been inventoried
- all files have been scheduled
- the inventory sheets reflect the latest information regarding
- the contents and growth of the files



VII. REPORT PROGRESS OF THE PROGRAM

In addition to providing information required by the General Services Administration, the report will be used by the Records Management Division, within the Agency, to measure the results and effectiveness of the program and plan for its improvement.



A STAFF REPRESENTATIVE WILL BE PLEASED TO DISCUSS THE RECORDS DISPOSITION PROGRAM WITH YOU AND ASSIST YOU IN ESTABLISHING YOUR PROGRAM. CALL EXTENSION 2455.